

## RECRUITMENT

### Objective

The purpose of this recruitment policy and its procedures is to ensure that the best available person is selected for any vacant position. The principle for recruitment decisions will be merit. Merit based selection supports Equal Employment Opportunity principles. EEO principles are to be applied to all aspects of the recruitment process.

### Scope

This policy applies to permanent, temporary and casual vacancies and includes both internal and external applicants.

### Policy

The principles of merit and EEO will be applied to all recruitment and selection processes and decisions.

It is the responsibility of all involved in the recruitment process to ensure that the policy intent is observed. Positions may be advertised internally or externally with this decision being determined by the relevant Manager/Director. From time to time positions will be advertised only on an internal basis and will not be available to applicants from outside the organisation.

Merit selection requires that the best person for the job must be selected from applicants for the position. Selection is made on the basis of skills, qualifications and experience and standard of work performances relevant to the performance of the job requirements. All selection decisions must be able to withstand scrutiny and be defensible.

In the recruitment and selection process, applying the merit principle means:

- Ensuring job requirements are not discriminatory
- Advertising positions to attract an applicant pool of the best people available and
- Establishing and maintaining recruitment and selection policy and practices that eliminate bias, nepotism and discrimination.

In the recruitment and selection process, the relative merit of applicants is determined by:

- An evaluation of the job application and resume against the selection criteria and job requirements
- Discussion/questions which aim to verify claimed skills, knowledge, attributes and experience
- Practical demonstrations to verify skills
- Reference checks from referees who have supervised the applicant/s work.
- EEO

EEO or equal opportunity is a positive way of describing the absence of discrimination in the workplace.

This means that employment decisions are not made on the basis of gender, race, colour, age, marital or parental status, sexual preference, disability or religious belief. Basing employment decisions on such characteristics is unfair, bad management and also unlawful under Federal and State opportunity laws.

In order to ensure EEO principles are followed, employment decisions are made on the basis of the individual merit of applicants.

## Selection Panel

A Selection Panel will consist of at least (3) people. Its composition and structure should ensure expertise, diversity of background and it should be fair and unbiased.

There must be male and female representation included on the panel; the only exception may occur when all applicants are of the same gender.

The Panel must also include an independent member. The independent panel member is to come from outside the recruiting division.

As a general rule selection panel members must be of at least the same or preferably a higher grade than the position to be filled. For further information please contact the Human Resources Manager.

## Relevant Legislation

Anti Discrimination Act NSW 1977  
Local Government Act 1993  
Industrial Relations Act 1996  
Race Discrimination Act 1976  
Sex Discrimination Act 1984

## Associated Documents

Council's Pre-Employment Assessments Policy  
Council's Criminal Record Checks/Working with Children Checks Policy  
Council's EEO Policy  
Council's Alcohol and Other Drugs Policy

<b>Responsible Officer:</b>	Executive Leader Transformational Change		
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